



28<sup>th</sup> APRIL 2021

DEAR COUNCILLORS,

YOU ARE SUMMONED TO ATTEND THE FORTHCOMING ON-LINE ANNUAL PARISH COUNCIL MEETING at 7.00 P.M. FOLLOWED BY THE PARISH COUNCIL MEETING ON WEDNESDAY 5<sup>th</sup> MAY 2021 FOR THE PURPOSE OF TRANSACTING THE BUSINESS SHOWN IN THE AGENDA BY ZOOM DUE TO COVID-19.

THE PUBLIC AND PRESS ARE WELCOME TO BE PRESENT, PLEASE EMAIL THE CLERK TO BE ISSUED WITH JOINING INSTRUCTIONS PRIOR TO THE MEETING.

*Helen Cook*

HELEN COOK, CLERK

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## **ANNUAL PARISH COUNCIL AGENDA**

ITEM	MATTERS FOR DECISION
21/089	<b><u>WELCOME, APOLOGIES FOR ABSENCE</u></b> ALL APOLOGIES NEED TO GO THROUGH THE CLERK.
21/090	<b><u>ELECTION OF CHAIRMAN 2021/22</u></b> DECLARATION OF OFFICE TO BE SIGNED.
21/091	<b><u>ELECTION OF VICE CHAIRMAN 2021/22</u></b> DECLARATION OF OFFICE TO BE SIGNED.
21/092	<b><u>DECLARATION OF INTERESTS</u></b> TO RECEIVE ANY 'DISCLOSABLE PECUNIARY INTERESTS, OTHER PECUNIARY INTERESTS or NON-PECUNIARY INTERESTS' RELATING TO ITEMS ON THE AGENDA. ALL COUNCILLORS TO REVIEW THEIR DECLARATION OF INTEREST AND UPDATE IF NECESSARY WITH COLCHESTER BOROUGH COUNCIL.
21/093	<b><u>CONSENT FORM</u></b> TO CONFIRM THAT ALL COUNCILLORS ARE STILL WILLING TO RECEIVE COUNCIL SUMMONS AND AGENDA ELECTRONICALLY.
21/094	<b><u>REPRESENTATIVE 2021/22</u></b> COLCHESTER ASSOCIATION OF LOCAL COUNCILS ESSEX ASSOCIATION OF LOCAL COUNCILS RECREATION TRUST LOVE & ROBINSON TRUST COLCHESTER SKIP HIRE LIAISON PAROCHIAL CHURCH COUNCIL WEBSITE FINANCIAL PERSONNEL COMMITTEE FOOTPATHS TRANSPORT

21/095	<p><b><u>REVIEW AND RE-ADOPTION OF COUNCIL PROCEDURES AND POLICIES 2021/22</u></b></p> <p>STANDING ORDERS  FINANCIAL REGULATIONS  RISK ASSESSMENT  ASSET REGISTER  SOCIAL MEDIA POLICY  CO-OPTION POLICY &amp; APPLICATION FORM  CODE OF CONDUCT  PRIVACY NOTICE  FREEDOM OF INFORMATION PUBLICATION SCHEME  DOCUMENT AND DISPOSAL POLICY  DATA BREACH REPORTING FORM  COVID RISK ASSESSMENT FOR THE PLAY AREA  COVID RISK ASSESSMENT WITH REGARDS TO IN-PERSON MEETINGS.</p>
21/096	<p><b><u>RESPONSIBLE FINANCIAL OFFICER</u></b></p> <p>CONFIRMATION OF CLERK TO ACT AS RESPONSIBLE FINANCIAL OFFICER TO THE COUNCIL.</p>
21/097	<p><b><u>MEMBERSHIP RENEWALS</u></b></p> <p>TO DISCUSS RENEWING MEMBERSHIP:</p> <ol style="list-style-type: none"> <li>1) EALC/NALC</li> <li>2) CALC</li> </ol>
21/098	<p><b><u>INSURANCE</u></b></p> <p>TO DISCUSS THE INSURANCE RENEWAL.</p>
<p><b><u>PARISH COUNCIL AGENDA</u></b></p>	
21/099	<p><b><u>PUBLIC PARTICIPATION SESSION WITH RESPECT TO ITEMS ON THE AGENDA AND OTHER MATTERS THAT ARE OF MUTUAL INTEREST</u></b></p> <p>ANY COMMENTS MUST BE SENT TO THE CLERK PRIOR TO THE MEETING.</p>
21/100	<p><b><u>PARISH COUNCILLOR CO-OPTION</u></b></p> <p>TO DISCUSS APPLICATIONS RECEIVED AND CO-OPTION.</p>
21/101	<p><b><u>WARD &amp; COUNTY COUNCILLORS TO ADDRESS THE MEMBERS IF PRESENT OR BY AN EMAILED REPORT</u></b></p>
21/102	<p><b><u>CONFIRMATION OF MINUTES</u></b></p> <ul style="list-style-type: none"> <li>• MEETING HELD ON THURSDAY 8<sup>TH</sup> APRIL 2021 VIA ZOOM.</li> </ul>
21/103	<p><b><u>PLANNING APPLICATION</u></b></p> <p>TO DISCUSS MAKING COMMENTS ON THE FOLLOWING PLANNING APPLICATIONS. COMMENTS WILL BE SUBMITTED TO COLCHESTER BOROUGH COUNCIL, PLANNING DEPARTMENT ON BEHALF OF THE PARISH COUNCIL.</p> <p><b>PLANNING APPLICATION: 210847. CHURCH HOUSE, CHURCH ROAD, WORMINGFORD, CO6 3AZ.</b> CONVERSION &amp; EXTENSION OF AN EXISTING SINGLE STOREY OUTBUILDING RANGE TO FORM A SINGLE THREE BEDROOM DWELLING.</p>
21/104	<p><b><u>PLANNING APPLICATION UPDATE</u></b></p> <p>TO CONFIRM ANY DECISIONS RECEIVED BY COLCHESTER BOROUGH COUNCIL REGARDING:</p> <ol style="list-style-type: none"> <li>1) <b>PLANNING APPLICATION: 210621/210622. THE CROWN , MAIN ROAD, WORMINGFORD, CO6 3AB.</b> NO DECISION</li> </ol>

	<p>2) <b>PLANNING APPLICATION: 210571. LAND EAST OF FOLLEY COTTAGE, COLLETTS CHASE, WORMINGFORD, CO6 3AU.</b> REFUSAL.</p> <p>3) <b>PLANNING APPLICATION: ESS/11/21/COL. COLCHESTER SKIP HIRE HIRE, GREENACRES, PACKARDS LANE, WORMINGFORD, CO6 3AH.</b> NO DECISION</p>
21/105	<p><b><u>REC TRUST</u></b></p> <p>UPDATE FROM REPRESENTATIVE IF PRESENT OR BY EMAILED REPORT.</p>
21/106	<p><b><u>SPEEDING</u></b></p> <p>TO DISCUSS THE ISSUE OF SPEEDING VEHICLES IN THE VILLAGE.</p>
21/107	<p><b><u>S106 MONEY</u></b></p> <p>1) TO DISCUSS THE AVAILABLE S106 MONEY.</p> <p>2) UPDATE FROM MR JONES REGARDING THE PAVILION EXTENSION PROJECT.</p>
21/108	<p><b><u>WORMINGFORD IN BLOOM</u></b></p> <p>UPDATE ON WORMINGFORD IN BLOOM.</p>
21/109	<p><b><u>DEFIBRILLATOR</u></b></p> <p>UPDATE ON THE DEFIBRILLATOR.</p>
21/110	<p><b><u>WORMINGFORD BRIDGE</u></b></p> <p>TO DISCUSS THE DRAFT APPLICATION FOR LISTING THE BRIDGE.</p>
21/111	<p><b><u>PARISH COUNCIL MEETINGS</u></b></p> <p>1) UPDATE ON VIRTUAL MEETINGS.</p> <p>2) TO DISCUSS WHEN AND HOW TO HOLD THE JUNE MEETING.</p>
21/112	<p><b><u>CONSULTATION ON LOCAL AUTHORITY REMOTE MEETINGS</u></b></p> <p>TO DISCUSS THE CONSULTATION FOR EVIDENCE IN ORDER TO CONTINUE REMOTE MEETINGS IN THE FUTURE.</p>
21/113	<p><b><u>FINANCIAL MATTERS 2021/22</u></b></p> <p>1) <b>FINANCIAL STATEMENT.</b> (ITEMS TO BE APPROVED FOR PAYMENT AND SIGNED AS PER PAYMENT SCHEDULE)</p> <p>2) <b>MONTHLY BUDGET INFORMATION.</b> CLERK TO PRESENT THE BUDGET SO FAR.</p> <p>3) <b>TO CONFIRM STANDING ORDERS AND DIRECT DEBITS FOR 2021/22.</b></p> <p>4) <b>TO CONFIRM SIGNATORIES FOR THE BANK ACCOUNTS.</b></p>
21/114	<p><b><u>FINANCIAL MATTERS 2020/21</u></b></p> <p>1) <b>VAT CLAIM 2020/21</b> – TO CONFIRM SUBMITTING A VAT CLAIM OF £351.12</p> <p>2) <b>INTERNAL AUDIT REPORT</b> – LETTER TO BE READ OUT TO THE COUNCILLORS IF RECEIVED.</p> <p>3) <b>CERTIFICATE OF EXEMPTION.</b> TO DISCUSS COMPLETING DUE TO MEETING THE FINANCIAL REQUIREMENTS.</p> <p>4) <b>APPROVAL OF THE GOVERNANCE STATEMENTS FOR 2020/21 PRIOR TO SUBMISSION TO THE AUDIT COMMISSION.</b> SIGNATURE BY CLERK AND CHAIRMAN OUTSIDE THE MEETING DUE TO COVID-19 RESTRICTIONS.</p> <p>5) <b>APPROVAL OF THE ANNUAL RETURN (FINAL ACCOUNTS) FOR 2020/21 PRIOR TO SUBMISSION TO THE AUDIT COMMISSION.</b> SIGNATURE BY CLERK AND CHAIRMAN OUTSIDE THE MEETING DUE TO COVID-19 RESTRICTIONS.</p> <p>6) <b>CONFIRMATION OF NOTICE OF PUBLIC RIGHTS AND PUBLICATION OF UNAUDITED ANNUAL GOVERNANCE &amp; ACCOUNTABILITY RETURN.</b> TO CONFIRM THAT THE NOTICE WILL BE PLACED ON THE WEBSITE AND NOTICEBOARD. THE PERIOD OF NOTICE WILL BE FROM 14<sup>TH</sup> JUNE 2021 TILL 23<sup>RD</sup> JULY 2021.</p>

<b>21/115</b>	<b><u>CORRESPONDENCE RECEIVED</u></b>
<b>21/116</b>	<b><u>CHAIRMAN &amp; CLERK'S REPORT</u></b> CLLR BENTLEY TO CONFIRM THE CHAIRMAN'S REPORT FOR 2020/21
<b>21/117</b>	<b><u>ITEMS FOR FUTURE MEETINGS</u></b>

MRS HELEN COOK

CLERK TO WORMINGFORD PARISH COUNCIL

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